

CHIEF OF SPECIAL OPERATIONS AND SAFETY

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative position in the fire department, the primary duties and responsibilities of which include managing employee health and fitness, special operations and safety programs for the fire department. An employee of this class assesses departmental needs and implements policies for the health and safety of fire personnel, while ensuring the safe operation of facilities, equipment and apparatus. The Chief of Special Operations and Safety maintains records, writes reports and participates in public relations functions. This position may exert supervisory duties while involved with employee training involving safety procedures, health and fitness practices, and special operations and disciplines, such as in the Louisiana Urban Search and Rescue. The Chief of Special Operations and Safety works with almost no supervision, reporting to and having work reviewed by the Deputy Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages fire safety and special operations programs and functions for the department, conducting research and organizing plans for department activities. Inspects division operations, evaluates needs and recommends related management policies, goals, and objectives. Keeps informed on modern fire fighting methods, rescue methods, safety practices and administrative practices. Gives reports, offers advice and keeps informed on local trends that may affect the fire service. Recommends changes in department operations that will help the city to obtain favorable ISO ratings. Studies new laws, regulations, ordinances or reviews existing or proposed legislation relating to safety policies and procedures to be used by the fire department.

Directs the development of safety operations by ensuring proper staff and adequate supply of safety training materials. Devises methods to evaluate the safety program, conducts such and makes recommendations for improvements. Develops accident and loss control systems and programs to reduce or prevent injuries, illnesses and financial losses. Identifies and appraises conditions which could produce accidents and financial losses. Investigates all accidents involving department equipment or personnel and evaluates potential extent of injuries or monetary losses. Determines cause and makes recommendations on department procedures to avoid future accidents. Coordinates safety activities with division supervisors and related professional

organizations. Assigns fire personnel to demonstrations on the proper use of safety equipment and observes the use of such. Inspects apparatus, equipment, machinery and working conditions of the department, ensuring compliance with occupational safety and health regulations. Monitors and evaluates local conditions which may become fire or safety hazards.

Responds to all emergency calls for which the department is answerable. Manages assigned fire department personnel and equipment in all safety and special operations involving urban search and rescue, K-9 teams, vehicle extrication, rope, water, confined space, trench rescue, and hazardous materials. Controls procedures at the emergency site as necessary to implement scene management, initiate the emergency response system, deny unauthorized entry, and identify the duties of all rescue teams in relation to the nature of the emergency. Maintains communications between the fire scene and other authorized personnel.

Develops, implements and re-evaluates the standard operating procedures for the Special Operation Response Team (SORT). Supervises the application process and selection of members. Researches new special operations tactics, safe practices and new technology for equipment and communications.

Promotes, implements, and monitors an individual health program for fire department employees that includes physical fitness, medical health, and nutrition. Assembles medical packets and schedules annual physical examinations. Communicates and works closely with occupational physicians. Receives results from physical examinations and schedules medical follow-ups as needed. Determines if an employee is physically fit to complete departmental assessment based on the results. Provides scheduling directives for physical assessments of fire department personnel. Assists employees with individual health goals by offering guidance on health and body image and developing a suggested health plan in regard to nutrition. Maintains knowledge of the latest trends and diets, researching and developing new ways to address firefighter fitness needs. Manages and prevents abuse of departmental sick leave policy by recommending policies and procedures and documenting employee sick leave usage.

Directs the development of a training program in areas of safety and special operations, including Louisiana Special Operations of Urban Search and Rescue, K-9 search and rescue, vehicle extrication and recovery, rope rescue, confined space rescue, trench search and rescue, water rescue and hazardous materials. Trains fire department personnel in safety related areas of basic firefighting, apparatus, tools and equipment, inspection and investigation by conducting training in the classroom, drills, or evolutions. Evaluates and identifies training needs in the safety and special operations programs. Confirms training schedule as required to maintain certifications in special operations disciplines. Directs provisions for maintaining training resources, materials, lesson plans, ensuring proper employee staffing. Provides informal or "on-the-job" training for new employees.

Writes reports, memoranda, newspaper articles, requests for grants or any other type of official department document, such as LFIRS reports. Types letters and formal reports as necessary to address written or oral requests, handle problems and inform about the safety and special operations related programs of the department. Oversees the preparation and maintenance of division records and reports by reviewing records completed by subordinates, such as physical fitness records, division activity reports and accident and injury reports. Periodically inspects systems and facilities for maintaining such. Retrieves records, reports or forms from the file as needed. Develops new forms or revises existing ones, and files using the appropriate organizational system.

Supervises the general care and maintenance of division equipment and operating systems. Inspects and tests equipment and systems as necessary to ensure proper working order and meet any applicable standards. Obtains estimates, arranges for and verifies repairs were accomplished when necessary. Makes recommendations and writes specifications for equipment needed for the division. Secures funding for the needs of division programs, such as those in emergency operations and wellness. Oversees ordering, inventory control and distribution of division equipment and supplies. Authorizes expenditures of funds and purchases equipment and supplies as needed, keeping such within the established budget. Prepares and submits an operating budget for the division.

Conducts public relations functions designed to create and maintain a favorable public image of the fire department, such as answering questions and informing the public through talks, demonstrations and literature. Participates in public education programs, fund raising activities, conferences and educational meetings as necessary. Coordinates the work of the department with related federal, state and local agencies, as well as public service agencies, such as the State Fire Marshall's Office or the local Office of Homeland Security, on projects of mutual concern. Acts as department representative to the news media, preparing and distributing news releases.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to

perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate.

Must possess a valid driver's license.

Must have at least six (6) years experience as a full-time employee of a paid fire department, at least three (3) years of which must have been as a firefighter.

SH	11-05-87
Rev	04-07-88
	01-05-95
	05-16-01
	01-25-12
	05-09-12